

ATTACHMENT 1

See chapter 1, paragraph B6

MONITORING THE RECEIVING PROCESS

A. The Zone Manager (ZM) or the operations representative from DRMS-DE/DW or *DRMSI* will divide the generators into three categories (large, medium, small) based on the quantities of usable items received.

- 1 - large generator (exceeds 5,000 LIs per QTR)
- 2 - medium generator (500-4,999 LIs per QTR)
- 3 - small generator (499 or less LIs per QTR)

B. The ZM or operations representative from DRMS-DE/DW or *DRMSI* will then select two generators from each category and request by letter a random sampling of document numbers from the generator for property that was released to the DRMO during the period of the report. A sample letter is enclosed. The sampling will request no less than the following number of documents:

- 1 - large generator 100
- 2 - medium generator 50
- 3 - small generator 10

C. For each document selected for the sampling, the generator should provide either 1) a photocopy of the document or 2) the DTID number, the NSN, and the quantity on the document in order to verify what was turned in to the DRMO.

D. Upon receipt of the generator's response, the ZM or operations representative will perform DTID inquiries to determine if the items have been processed.

E. The source document file(s) will then be researched to ensure a completed document is maintained.

F. Receipt discrepancies will be identified and reported by letter to the generator, DRMS-DE, DRMS-DW, or *DRMSI*. Notify *DRMS-USP* and if fraud is suspected, notify DRMS-G.

G. Maintain a separate internal control file containing, at a minimum, copies of letters to the generators, generator responses, copies of discrepancy research and notification of discrepancies. This file will be retained until physically reviewed by a DRMS *Corporate Assessment Visit (CAV) team*. Results of the review of this file will be documented in the team's findings. Unfavorable survey results will be followed up by the CAV team until conditions at the DRMO are corrected. Conditions requiring correction at the generator's site will be reported to the Inspector General's office.

ATTACHMENT 1 (Continued)

SAMPLE LETTER TO THE GENERATOR

DRMO-XXX

MEMORANDUM FOR ACCOUNTABLE OFFICER/BASE SUPPLY OFFICER/
COMMANDER/DIRECTOR GENERATING ACTIVITY

SUBJECT: Internal Control Assistance Request

Your assistance is required in reviewing the inventory management of property referred to DRMO _____ for disposal. The purpose of this control is to identify potential diversion or mismanagement of property.

Please review the records of property released by your activity to DRMO _____ for the period (beginning of previous quarter) to (ending of previous quarter) and provide this office with a list of _____ randomly selected Disposal Turn-In Document (DTID) numbers. Because of the edits in Intransit Accountability, please ensure that the total acquisition value of each DTID selected is greater than \$800.

For each of the document numbers selected in the sample provide either 1) a photocopy of the document or 2) the DTID number, the NSN, and the quantity on the document in order to verify what was turned in to the DRMO.

In your response please provide the appropriate point of contact within your organization should any discrepancies be discovered between your list and our records.

Your efforts to assist this office are appreciated.

xxxxxxxxxx
Signature of ZM or
Operations Staff Member